

February 26, 2007

RE: Loretta Moore v. Department of Corrections (DOC)
Allocation Review No. 06AL0050

Dear Ms. Moore:

The Director's review of DOC's allocation determination of your position has been completed. The review was based on the written documentation submitted by you and by DOC. DOC determined that your position was properly allocated to the Warehouse Operator 2 classification. You requested that your position be reallocated to the Warehouse Operator 3 classification to provide compensation for your responsibility to supervise adult offenders who use Class 1 tools. (Exhibit C).

The purpose of a position review is to determine which classification best describes the overall duties and responsibilities of a position. A position review is neither a measurement of the volume of work performed, nor an evaluation of the expertise with which that work is performed. A position review is a comparison of the duties and responsibilities of a particular position to the available classification specifications. This review results in a determination of the class that best describes the overall duties and responsibilities of the position. See Liddle-Stamper v. Washington State University, PAB Case No. 3722-A2 (1994).

Salary inequity is not an allocation criterion and should not be considered when determining the appropriate allocation of position. See Sorensen v Depts. Of Social and Health Services and Personnel, PAB Case No. A94-020 (1995).

Background

As a result of the Department of Personnel's implementation of the Group 2 and 3 Occupational Categories, effective January 1, 2006, your position was transitioned into the new Warehouse Operator 2 classification in the Warehouse Operations Occupational Category. (Exhibit B). By letter dated January 6, 2006, you requested a review of that decision. (Exhibit C).

At the request of the Department of Personnel, DOC conducted a review of your position. DOC compared the Classification Questionnaire (CQ) that was on file for your position at the time of the implementation of the new Warehouse Operations Occupational Category to your former Warehouse Worker 2 classification and the new Warehouse Operator 2 classification. By letter

dated November 22, 2006, DOC determined that your position was properly allocated to the Warehouse Operator 2 classification. (Exhibit E).

By letter dated December 29, 2006, Karen Wilcox, the Director's Review Coordinator, informed the parties that the review of your position would be conducted based on the documents provided by the parties. (Exhibit F). Ms. Wilcox informed you that any additional documentation was to be submitted no later than January 25, 2007. Neither party submitted additional documentation.

Summary of Ms. Moore's Perspective

In your letter of appeal, you indicate that you do not believe that proper consideration was given to classifying DOC warehouse positions. You feel that your salary range should reflect your responsibility for supervising offenders who use Class 1 tools on a daily basis. You indicate that you feel your position is comparable to the Correctional Industries Supervisor Assistant classification and the Corrections and Custody Officer 1 classification. You also indicate that your position is similar to the Warehouse Operator 3 classification.

Summary of DOC's Reasoning

DOC compared your duties and responsibilities to the former Warehouse Worker 2 classification and the new Warehouse Operator 2 classification. DOC determined that the majority of your assigned duties and responsibilities are characteristic of your former classification, and subsequently, are also characteristic of the Warehouse Operator 2 classification.

Director's Determination

As the Director's designee, I carefully reviewed all of the documentation in the file including your letter requesting a review of DOC's determination and the duties and responsibilities you described in the CQ for your position 3224. In addition to the Correctional Industries Manufacturing Occupational Category and the Corrections and Custody Occupational Category, I reviewed the Warehouse Operations Occupational Category, particularly Warehouse Operator 2 and Warehouse Operator 3. Based on my review of the documents and my analysis of your assigned duties and responsibilities, I conclude that your position is properly allocated to the Warehouse Operator 2 classification.

Rationale for Determination

The focus of positions allocated to the Corrections and Custody Occupational Category is ensuring the safety and security of a correctional institution, facility, offenders, staff and the public. The focus of your position is overseeing and participating in the receipt, unloading, and storing of merchandise and the fulfillment of store orders. While you work with offenders assigned to assist in the warehouse, the purpose of your position is not assuring the security of the institution or facility. Your position does not fit within the Corrections and Custody Occupational Category.

The focus of positions allocated to the Correctional Industries Manufacturing Occupational Category is working with and teaching offenders a variety of trades and other skills used in the manufacturing process. Because you work with offenders in a warehouse setting, not a skilled trades setting, your position does not fit within the Correctional Industries Manufacturing Occupational Category.

The Distinguishing Characteristics for the Warehouse Operator 3 classification state:

This is the senior level of the series. Positions lead staff and participate in the work of procuring, receiving, storing, inventory control, or shipping operations in a commissary or warehouse, or electronic/communications stockroom, or a combination of these activities. Some positions manage the retail store and/or food counter at a large institution.

Your position oversees the work of offenders and participates in receiving, unloading, and moving merchandise and in filling offender store orders. You train offenders and oversee their work in stocking shelves, rotating stock, and loading and organizing store orders for delivery. You are not responsible for procuring or shipping operations, but you do assure that orders match the sales manifest and maintain the perpetual inventory record. You work under the supervision of a Warehouse Supervisor who is responsible for supervising and directing warehouse operations. While you oversee the work of offenders, you do not have lead responsibility for other classified warehouse workers. As a result, your position does not have the scope or level of responsibility necessary for allocation to the Warehouse Operator 3 classification.

The Distinguishing Characteristics for the Warehouse Operator 2 classification state:

This is the journey level of the series. Positions at this level perform warehouse functions in a major area within a large warehouse or independently operate a small or decentralized warehouse; receive, record, store, issue, and ship stock and supplies; and dispose of surplus property. Positions may train, lead or supervise lower level staff. Some positions may be required to operate material handling equipment such as forklift trucks and light trucks.

The duties described in your position's CQ fit within the Distinguishing Characteristics of the Warehouse Operator 2 classification. You work in the warehouse at Airway Height Corrections Center. You are supervised by a Warehouse Supervisor. You perform duties necessary for receiving, unloading, and moving merchandise; filling offender store orders; stocking shelves; rotating stock; and loading and organizing store orders for delivery. You complete purchase and receiving records and documentation, assure that items received and orders filled are accurate, and maintain the perpetual inventory record. In addition, you train and direct the work of offenders assigned to the warehouse. In performing your work, you operate standard warehouse equipment such as forklifts and pallet jacks. These duties and responsibilities are consistent with the duties described by the Warehouse Operator 2 classification, and your position is properly allocated.

This determination is based on the duties described in the classification questionnaire for your position which was signed by the Facility Services Supervisor on March 8, 2000. If the duties and responsibilities of your position have changed, you may request a review of your current duties and responsibilities in accordance with DOC's reallocation procedure.

Appeal Rights

WAC 357-49-018 provides that either party may appeal the results of the Director's review to the Personnel Resources Board by filing written exceptions to the Directors' determination in accordance with Chapter 357-52 WAC.

WAC 357-52-015 states that an appeal must be received in writing at the office of the Board within thirty (30) calendar days after service of the Directors' determination. The address for the Personnel Resources Board is 2828 Capitol Blvd., P.O. Box 40911, Olympia, Washington, 98504-0911.

If no further action is taken, the Director's determination becomes final.

Sincerely,

Teresa Parsons
Director's Review Supervisor

cc: Joanne Harmon, DOC

List of Exhibits for Moore 06AL0050

- A. CQ for position #3224 signed by the Facility Services Supervisor on March 8, 2000
- B. December 9, 2005 letter from Jennie Adkins informing Ms. Moore of the reallocation of her position to the Warehouse Operator 2 classification
- C. January 6, 2006 letter from Ms. Moore to the Director of the Department of Personnel requesting a review of her position
- D. September 28, 2006 letter from Teresa Parsons to Ms. Moore and Ms. Harmon informing them that Ms. Moore's review request would be held until after DOC conducted a complete review and analysis of her duties and responsibilities
- E. November 22, 2006 Allocation Review Request letter from Ms. Harmon to Ms. Moore finding that Ms. Moore's position was properly allocated
- F. December 29, 2006 letter from Karen Wilcox to Ms. Moore and Ms. Harmon confirming that the position review would be based on the documents submitted
- G. Correctional Industries Manufacturing Occupational Category
- H. Warehouse Operations Occupational Category including the classification specifications for Warehouse Operator 1 (117I) and Warehouse Operator 2 (117J)